

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title:** Senior Cook

**Class Code:** 70163

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### **A. Purpose:**

Prepares large volumes of food and acts as a lead cook over food service personnel in an institution or on a campus.

### **B. Distinguishing Feature:**

Senior Cook exercises limited supervision and direction over food service personnel and the quantity and quality of the food they prepare. The incumbent is responsible for high volume food preparation in a large food service operation.

Food Service Supervisors are responsible for performance appraisals, menu planning, disciplinary actions, and hiring and firing.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Operates grills, stoves, ovens, fryers, steam tables, and other kitchen appliances to prepare food for customers.
2. Assembles and mixes ingredients according to recipes and production sheets to prepare meals.
3. Supervises kitchen staff to ensure that the objectives of the work unit are met.
  - a. Provides training and work direction.
  - b. Generates staff schedules.
  - c. Makes work assignments.
  - d. Collects and reviews time sheets.
4. Performs preparatory work such as restocking food containers, peeling vegetables, and thawing frozen foods to expedite the cooking process for the next day.
5. Inspects food for appearance, quality, and quantity to ensure control of all food prepared.
6. Inspects and supervises the cleaning of work areas, equipment, and assigned areas of responsibility to ensure proper sanitation of all food preparation and storage areas.
7. Performs other work as assigned.

### **D. Reporting Relationships:**

Typically supervises cooks, bakers, and food service workers involved with food preparation and dishwashing.

### **E. Challenges and Problems:**

Challenges include preparing a large volume of a variety of foods at one time. Also challenging is that each food item must contain the appropriate ingredients, must be prepared in its own unique way, and must be ready on time.

**F. Decision-making Authority:**

Decisions include work sequences, work assignments, and quality control techniques.

Decisions referred include performance appraisals, disciplinary actions, dietary questions, or personnel actions.

**G. Contact with Others:**

Daily contact with vendors delivering supplies, students or trustees assigned to work in the kitchen, and staff to receive production orders and deliver food requisitions.

**H. Working Conditions:**

The incumbent works on wet, greasy floors that may be slippery; in hot, humid, and noisy kitchens with boiling hot foods and liquids; may require heavy lifting; and works around hot grills, fryers, ovens, and open flames, and with harmful chemicals.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- large volume food preparation;
- nutrition;
- sanitation and safety techniques;
- effective methods of supervision and training.

Skill to:

- operate various institutional kitchen appliances.

Ability to:

- supervise and direct personnel;
- plan, organize, and prepare large volumes of food.